

Open Doors Kalamazoo Facilities Team Member

The Mission of the Open Doors Facilities Team

The Facilities Team is dedicated to

1. ensuring that all Open Doors properties are safe, decent, and well-maintained homes
2. treating all Open Doors residents with respect.

Basics

Work from 8 am to 5 pm, Monday through Friday

Be on-call for emergency repairs 26 weeks a year

Qualifications for Facilities Team Member

Deep respect and concern for people who need homes

Experience in maintaining and repairing residential properties

Ability to work as part of a team

Valid driver's license and vehicle

Tools needed for position

Ability to work on a structured schedule as well as to be on call

Ability to communicate in a respectful way to residents, guests, staff, volunteers, vendors, inspectors, etc.

Ability to work well with a wide diversity of people

Responsibilities

Ensure the upkeep of all Open Doors properties

Prepare work plans for each vacant unit with a cost analysis.

Renovate vacant units for new move ins in keeping with approved work plans

Complete preventive maintenance

Coordinate special projects as needed

Help keep the Open Doors shop and tools organized and in good working order

Help maintain stock of frequently needed parts and supplies

Respond effectively to facility crises or emergencies

Be on-call 26 weeks a year for emergency repairs

Ensure all staff and contractors provide 24-hour notice to residents before entering units

Respond to work orders in a timely manner

Identify needs and share with other staff

Work as a positive team member with other members of the Facilities Team, residents, staff, board members, and volunteers to achieve the mission of Open Doors.

Job Requirements

A member of the Facilities Team

- must have the ability to follow oral and written instructions
- must be able to maintain effective and cooperative working relationships.
- must be drug-free and sober.
- must be extremely honest and totally trustworthy.
- must agree to criminal a records check and random drug testing.

Required Skills

1. General Carpentry: installation of cabinets, countertops, hanging doors, basic framing, installing trim, completion of punch lists.

2. Plumbing: repair, replacement, and installation of faucets, pipes, water heaters, toilets, and washing machines.
3. Electrical: repair, replacement, and installation of power switches, fuses, outlets, ceiling lights, ceiling fans, and climate control systems.
4. HVAC: working knowledge of HVAC systems; ability to maintain, troubleshoot, and repair HVAC systems; ability to arrange and oversee work of contractors.
5. Appliance repair: repair, replacement, and installation of major household appliances such as refrigerators, ranges/stoves, washers and dryers, water heaters, air conditioners, lawn mowers, snow blowers, etc.
6. Customer service: professional, prompt, and courteous interaction with residents when scheduling and providing maintenance services and with contracted vendors who /provide additional facility services, and maintaining safety and cleanliness of work sites.
7. Time management: maintaining an organized scheduling and tracking system, usually on a computer, to effectively complete all maintenance requests in a timely manner and in the order in which they were received or in order of urgency.

Compensation and Benefits

\$22-\$28 /hour, depending on experience.

Full time (40 hours per week) and occasional overtime.

Employer-paid health insurance for employee.

Half the cost of health insurance for dependents is covered by the agency.

Annual tool allowance of up to \$500 is provided.

The use of an agency-provided iPhone.

The satisfaction of knowing you are helping people who need homes to have homes and to build stable lives.

To Apply

Send resume and cover letter explaining your interest to Rick Stravers, PO Box 50102, Kalamazoo, MI 49005-0102 or rstravers@odkzoo.com. No phone calls please.